

# **Fareham Philharmonic Society**

## **Job Description – Section Representatives**

The Section Representative will be elected by the members of his/her Section of the Society to represent their interests on the Committee, of which he/she will be a full voting member. The Section Representative will be subject to re-election at each Annual General Meeting and will serve for a maximum of three years. Upon retiring due to maximum time in office, he/she may be re-elected to the previous Section Representative post after an interval of two years. Upon retiring for any reason, he/she may be re-elected immediately to another FPS post.

The role of the Section Representative is to:

1. **Represent the Section at FPS Committee Meetings**
  - Where relevant, seek the views of Section members on items to be raised in forthcoming committee meetings.
  - Present the views, queries and concerns of the Section to the Committee.
  - Keep the Section members informed of any outcome or output from the committee meeting that is of particular interest to them.
  
2. **Represent the Choir/Committee to the Section**
  - Circulate the minutes of FPS committee meetings.
  - Explain and support Committee decisions and policies.
  - Reinforce choir guidelines, e.g.
    - Concert dress
    - Supplying raffle prizes
  - Encourage Section members to participate in and support choir activities.
  - Encourage Section members to sell concert tickets.
  
3. **Welcoming new members**
  - Hand out new member welcome pack (available from Membership Secretary).
  - Note name and address and pass to Membership Secretary.
  - Introduce new member to existing Section members as soon as reasonably possible.
  - Show new members where to sit.
  - Keep in touch with new members to ensure they are happy and feel they belong.
  - Issue with a plastic badge
  - Facilitate voice assessment for new member
  - Communicate result to Secretary
  
4. **Administration**
  - Distribute music hire, concert attendance, ticket sale and similar notices and ensure they are completed and returned.
  - Make sure member's details and data privacy forms are given to the Secretary.
  - Keep Membership Secretary informed of members' name and address changes.
  - Maintain an attendance register for the Section.
  - Follow-up Section members who "disappear".
  - Request name badge for member who has completed the voice assessment.
  
5. **Concert administration**
  - Liaise with Concert Manager and Musical Director to arrange optimum Sectional seating plan.
  - Ensure Section members are fully informed about concert dress and etiquette.
  
6. **Participation in Committee business**
  - Please join and support at least one of the FPS sub-committees or Focus Groups.

Notes:

To give you an idea of "workload", I estimate that during the course of a normal Monday rehearsal the routine work of the Rep, taking a register of attendance, should take no more than 5 minutes or so.

The out of routine work - welcoming new members, issuing badges etc.- will occur only from time to time - and will only take a little longer.

The background work, which is being the point of contact between the Choir and the Committee, will depend on your motivation and the circumstances, and can take as little or as long as you wish.

Committee meetings are held at intervals of around 6 to 8 weeks in term time, so approximately two meetings each term. Each meeting lasts no more than 2 hours, some much less. The meetings are held currently on Tuesday evenings and start at 7.30pm and take place at Jay Cox's house or at Jonathan Sayer's, both of which are in Fareham. At each meeting we seek feedback from the Sections on current issues affecting the Choir, and we look for your help in developing appropriate answers. Equally important, is that you bring your own ideas and energy into the Committee to help shape the way ahead for FPC as a whole.

We have always been quite flexible about Section Reps attendance at Committee Meetings, and while I would like a full house for every meeting, it is perfectly understandable that from time to time absences can't be avoided.

3 times a year we perform a concert. In support of each concert, the Rep's main task is to find out who will perform at the concert by passing a list of names round the section, and then, in conjunction with Jonathon Winnicott, who manages the seating, deciding who sits where. Again, not a time consuming task, but one requiring some tact, occasionally!

September 2003